

Arizona Department of Health Services

Office of Vital Records

VSIMS – EFDRS Permits

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Overview: The information contained in this document provides written instruction regarding the complete permit process in VSIMS – EFDRS. Additional information and video demonstration may be found in Learning Zen. Please contact VSIMS Support at VSIMSSupport@azdhs.gov to gain access to Learning Zen.

How to Request a Disposition Transit Permit

1. Log in to VSIMS
2. Click on Fetal Deaths
3. Do not click on the Permits link on the horizontal navigation bar
4. Locate the target record
5. Click on “Edit” in the actions column
6. Review the following pages to ensure accuracy and completeness:
 - a. Child Information
 - i. Childs complete name
 - b. All fields on the Mothers Information page
 - c. All fields on the Mothers Race/Hispanic Origin page
 - d. All fields on the Mothers Address page
 - e. All fields on the Fathers Information page
 - f. All fields on the Fathers Race/Hispanic Origin page
 - g. All fields on the Disposition page
 - i. A date of disposition is required even if providing an anticipated date of disposition
7. Locate the Permits link on the vertical navigation bar (left)
8. Click on Permits
9. Click on Request New Permit
10. Use the scroll bar (right) to ensure all required fields are completed
11. Click on the Request Permit button (upper right)
12. Green task bar will appear indicating “The fetal death disposition transit permit was submitted to the XXX County Health Department”
13. The date, time, and the user who submitted the permit request will display in green text. These messages will update as the permit moves through the process

How to Submit to OME and Approve a Cremation Permit Request

1. Log in to VSIMS
2. Click on Fetal Deaths
3. Click on the Permits link on the horizontal navigation bar
4. Locate the target record
5. Click on View in the action column
6. Review the permit for accuracy and completeness (no edit rights are available)
7. Two buttons are available:
 - a. Send to Medical Examiner
 - i. This button will only be required when the disposition is cremation
 - ii. Green task bar will appear indicating “The fetal death disposition transit permit has been sent to the XXX County Medical Examiner’s Office.”
 - iii. The date, time, and the user who submitted the permit request will display in green text. These messages will update as the permit moves through the process. The Funeral Home also receives the same notification.
 - b. Reject Permit
 - i. Forces a user to enter in appropriate comments to indicate why a permit is rejected.
 - ii. Record is removed from the County permit queue
8. When the Medical Examiner approves the cremation authorization, the message associated with the decedent in the permit queue will update to read: “Cremation approved. OME User Name, (XXX County Medical Examiner’s Office), date and time. The message will appear in green text.
 - a. The Funeral Home also receives the same notification although a permit number is not generated.

9. Click on View in the action column.
10. Click on the "Approve Permit" button
11. Green task bar will appear indicating "The fetal death disposition transit permit has been approved. The permit number is 2013FMC- #####"
12. The permit request is no longer in the permit queue at the County level.
13. The Funeral Home is notified of the approved permit and printing is available.

How to Submit to OME and Approve a Non-Cremation Permit Request

1. Log in to VSIMS
2. Click on Fetal Deaths
3. Click on the Permits link on the horizontal navigation bar
4. Locate the target record
5. Click on View in the action column
6. Review the permit for accuracy and completeness (no edit rights are available)
7. Three buttons are available:
 - a. Send to Medical Examiner
 - i. This button will only be required when the disposition is cremation. This is optional.
 - ii. Green task bar will appear indicating “The fetal death disposition transit permit has been sent to the XXX County Medical Examiner’s Office.”
 - iii. The date, time, and the user who submitted the permit request will display in green text. These messages will update as the permit moves through the process. The Funeral Home also receives the same notification.
 - b. Reject Permit
 - i. Forces a user to enter in appropriate comments to indicate why a permit is rejected.
 - ii. Record is removed from the County permit queue
 - c. Approve Permit
8. Click on the “Approve Permit” button
9. Green task bar will appear indicating “The fetal death disposition transit permit has been approved. The permit number is 2013FMC- #####
10. The permit request is no longer in the permit queue at the County level.

11. The Funeral Home is notified of the approved permit and printing is available.

How to Approve for Non-Cremation Authorization

1. Log in to VSIMS
2. Click on Fetal Deaths
3. Click on the Permits link on the horizontal navigation bar
4. Locate the target record
5. Click on View in the action column
6. Review the permit for accuracy and completeness (no edit rights are available)
7. To view the entire Fetal Death Certificate perform the following steps:
 - a. Click on the Certificates link on the horizontal navigation bar
 - b. Click on Query Certificates
 - c. Enter in Child Name and Date of Delivery
 - d. Click on Search
 - e. Click on the View link in the action column
8. To approve the non-cremation disposition, click on the Reject button
9. Enter in a reject reason
10. Click on Reject
11. The permit request is no longer in the permit queue at the County OME level.
12. Green task bar will appear indicating “The fetal death disposition transit permit has been rejected back to the requestor”.
13. The Funeral Home is notified of the status.

How to Approve for Cremation Authorization

1. Log in to VSIMS
2. Click on Fetal Deaths
3. Click on the Permits link on the horizontal navigation bar
4. Locate the target record
5. Click on View in the action column
6. Review the permit for accuracy and completeness (no edit rights are available)
7. To view the entire Fetal Death Certificate perform the following steps:
 - a. Click on the Certificates link on the horizontal navigation bar
 - b. Click on Query Certificates
 - c. Enter in Child Name and Date of Delivery
 - d. Click on Search
 - e. Click on the View link in the action column
8. To approve the cremation disposition, click on the Approve Cremation button
9. The permit request is no longer in the permit queue at the County OME level.
10. Green task bar will appear indicating “The fetal death disposition transit permit has been approved for cremation”.
11. The Funeral Home is notified of the status.

How to Place a Permit on Hold

1. Log in to VSIMS
2. Click on Fetal Deaths
3. Click on the Permits link on the horizontal navigation bar
4. Locate the target record
5. Click on View in the action column
6. Review the permit for accuracy and completeness (no edit rights are available)
7. To view the entire Fetal Death Certificate perform the following steps:
 - a. Click on the Certificates link on the horizontal navigation bar
 - b. Click on Query Certificates
 - c. Enter in Child Name and Date of Delivery
 - d. Click on Search
 - e. Click on the View link in the action column
8. To place the permit on Hold internally, click on the Place on Hold button
 - a. Any OME within the facility may remove the Hold Status
9. Green task bar will appear indicating “The transit permit has been placed on hold”.
10. The OME permit queue will indicate the record with a message in blue text which OME placed the permit request on hold, including the date and time.
11. Both the County VR who submitted the permit and the Funeral Home message status are updated.

How to Remove a Permit from a Hold Status

1. Log in to VSIMS
2. Click on Fetal Deaths
3. Click on the Permits link on the horizontal navigation bar
4. Locate the target record
5. Click on View in the action column
6. Review the permit for accuracy and completeness (no edit rights are available)
7. To view the entire Fetal Death Certificate perform the following steps:
 - a. Click on the Certificates link on the horizontal navigation bar
 - b. Click on Query Certificates
 - c. Enter in Child Name and Date of Delivery
 - d. Click on Search
 - e. Click on the View link in the action column
8. To remove the Hold status, click on the Remove Hold button.
 - a. Any OME within the facility may remove the Hold Status
9. Green task bar will appear indicating “The transit permit hold has been removed”.
10. Both the County VR who submitted the permit and the Funeral Home message status are updated.

How to Reject a Cremation Authorization Permit Request

1. Log in to VSIMS
2. Click on Fetal Deaths
3. Click on the Permits link on the horizontal navigation bar
4. Locate the target record
5. Click on View in the action column
6. Review the permit for accuracy and completeness (no edit rights are available)
7. To view the entire Fetal Death Certificate perform the following steps:
 - a. Click on the Certificates link on the horizontal navigation bar
 - b. Click on Query Certificates
 - c. Enter in Child Name and Date of Delivery
 - d. Click on Search
 - e. Click on the View link in the action column
8. To reject the cremation authorization request, click on the Reject button.
 - i. Forces a user to enter in appropriate comments to indicate why the cremation authorization request is rejected.
9. Green task bar will appear indicating “The fetal death disposition transit permit has been rejected back to the requestor”.
10. Record is removed from the County OME permit queue
11. Both the County VR who submitted the permit and the Funeral Home message status are updated.

How to Take Over a Case

1. Log in to VSIMS
2. Click on Fetal Deaths
3. Click on the Permits link on the horizontal navigation bar
4. Locate the target record
5. Click on View in the action column
6. Review the permit for accuracy and completeness (no edit rights are available)
7. To view the entire Fetal Death Certificate perform the following steps:
 - a. Click on the Certificates link on the horizontal navigation bar
 - b. Click on Query Certificates
 - c. Enter in Child Name and Date of Delivery
 - d. Click on Search
 - e. Click on the View link in the action column
8. To take over the case, click on the Take Over Case button.
9. Green task bar will appear indicating “You have successfully taken over the case”.
 - a. Fetal Death record has been removed from the previously residing queue and place in the OME’s Incomplete Queue
10. To reject the cremation authorization request, click on the Reject button.
 - i. Forces a user to enter in appropriate comments to indicate why the cremation authorization request is rejected.
11. Green task bar will appear indicating “The fetal death disposition transit permit has been rejected back to the requestor”.
12. Record is removed from the County OME permit queue
13. Both the County VR who submitted the permit and the Funeral Home message status are updated.

How to Print a Permit

1. Log in to VSIMS
2. Click on Fetal Deaths
3. Click on the Permits link on the horizontal navigation bar
4. Locate the target record
5. Click on View in the action column
6. Click on Print Permit
7. Click on the Complete button

What to do When a Permit Has Been Rejected

1. Log in to VSIMS
2. Click on Fetal Deaths
3. Click on the Permits link on the horizontal navigation bar
4. Locate the target record
 - a. Details about the rejection will be displayed in RED
5. Click on the Edit link
6. A pop-up box will appear that will contain the reasons why the permit is rejected
7. Click on the Ignore button
 - a. Dismiss – Removes the message for all users
 - b. Ignore – Removes the message for a specific user
8. Note the reasons for the rejected and be prepared to make the corrections on the fetal death record
 - a. Changes cannot be made on the rejected permit
 - i. All fields are locked for editing
 - b. All changes on the rejected permit must be made on the fetal death record
9. Click on the Certificates Link on the horizontal navigation bar
10. Locate the target fetal death record in the Incomplete Queue
11. Click on the Edit link
12. Make the necessary changes

13. Click the Save button

14. Click on the Permits link on the horizontal navigation bar

15. DO NOT CLICK ON THE REQUEST A NEW PERMIT BUTTON

a. If you do, please contact your local County Vital Registration Office and request it to be deleted.

16. Click on the Edit link on the permit with the RED text (the original permit recently rejected)

17. All updates made on the fetal death record will now be displayed automatically on the permit screen

18. If all the information is correct and complete, click on the Request Permit button.